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SCI-TECH NEWS

The Official Bulletin of the

SCIENCE-TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION

Herethy Jones

CHEMISTRY • PETROLEUM • ENGINEERING-AERONAUTICS • PUBLIC UTILITIES • PHARMACEUTICAL

Vol. 8

DECEMBER 1954

No. 4

SCI TECH NEWS SUBSCRIPTION RATE CUT IN HALF

By Margaret Hilligan, Chairman
Sci Tech Division, SLA

The subscription rate for Sci Tech News has been drastically reduced from \$2.00 to \$1.00 a year with an increased number of issues being planned. This is in accordance with a motion passed by the Division at the Annual Business Meeting May 19, 1954, when it was voted that each member should "assume the obligation of subscribing to, and paying for, the Division publication Sci Tech News, at the annual subscription price of \$1.00."

We are sure that more than 300 members are interested in Division affairs. Now it is probably less of a matter of actually paying the dollar than it is of knowing that you owe the dollar and having adequate means of paying the dollar. You are herewith billed for your 1955 subscription and trust you will not lay aside this issue of Sci Tech News without sending back your payment. The success of the Division and its member activities depends on your support.

With the steady growth of the Division to 1,800 members there has been an increased need for a proper vehicle to keep the membership informed of its activities. Mimeographed reports and minutes sent out twice a year by the Division Chairmen has long been unsatisfactory. Sci Tech News can adequately fill this need and still retain its status and usefulness as a "professional publication".

In this issue for example you will find the minutes of the Annual Business Meeting, the new Division By-laws, the report and recommendations made to the SLA Executive Board concerning the Roster of Scientific and Technical Librarians, preliminary announcements of

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SUBSCRIPTIONS FOR 1955

Subscriptions are handled
by our Business Manager:

Mrs. Cornelia Rosmini
The B. F. Goodrich Chemical Co.
Rose Bldg.
Cleveland, Ohio

Subscriptions for 1955 will be \$1.00.
Be sure checks are made out to
SCI-TECH NEWS

the 1955 Convention and news of the Sections. You will also find recommendations of a committee in regard to the objects and contents of Sci Tech News. We hope you will add your response so that the Editor will know what to print.

News is news and to be effective it must be reported while it is happening, for Sci Tech News is a newspaper.

P. S. Don't Forget to Send Your Dollar!

SCI-TECH NEWS

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ROSTER OF SCIENTIFIC AND TECHNICAL LIBRARIANS

The findings of the ST Special Committee on a Roster of Scientific and Technical Librarians were reported to the Executive Board of the Special Libraries Association with the recommendations that the Association undertake the establishment of a national register of special librarians both members and non-members.

After three years of intensive work this committee concluded that a successful register could not be established and maintained on a

current basis as a committee project. Investigation showed that the cost of compiling, processing and maintaining personnel information is high and that such a project cannot be undertaken without financial assistance to say nothing of the time and manpower involved. The work of the committee has also showed that a register of special librarians could be valuable not only to S.L.A. but to the profession of librarians in general.

Notwithstanding the fact that only 658 of the 1,650 register forms mailed out in March, 1953, were returned, some very interesting information was made available.

The Register Committee developed a code for the items of information on the questionnaires and set up a file on Keysort punched cards. Items of information coded and recorded on the punched cards were: address, year of birth, sex, college degrees, major and minor sci-tech subjects, status of present professional employment, salary, chief library function, sci-tech experiential specialty and number of years in this specialty.

Results of the analyses made are listed below; shown in percentages of total replies received.

HIGHEST DEGREE HELD

Ph. D.	3.4%
Master's	23.0%
Bachelor's	61.8%
None	11.8%

KIND OF TRAINING

Major in Sci-Tech	41.3%
Lib. Sci. degree	54.3%
Both S-T Major and L.S. degree	17.4%
Neither S-T nor L.S.	13.0%

EXPERIENTIAL SPECIALTY IN RELATION TO ACADEMIC TRAINING

Experiential Specialty	Number in this Specialty	Type of Training (expressed in percentage of number in this specialty)			
		S-T Major or Minor	Major or Minor in field of Experience	L.S. Degree	No S-T or L.S. Training
Engineering	199	36.7	12.0	70.0	14.5
Chemistry	154	77.3	67.6	45.4	10.0
Sci-Tech (General)	111	41.0	- -	80.0	10.0
Medicine, Pharmacy, Public Health	50	50.0	38.0	54.0	20.0
Petroleum	35	57.2	42.8	45.7	11.4

SCIENCE MAJORS IN ORDER OF FREQUENCY OF SUBJECT

Chemistry	64.0%
Biological Sciences	10.0%
Engineering	8.0%
Mathematics	5.0%
Physics	3.5%
Earth Sciences	3.3%
Science (general)	2.6%
Other subjects	3.6%

AGE (581 people reported year of birth)

Mean age	39.8
Median age	39.3

SALARY (reported by 511 people)

Mean salary	\$5,131.12
Median salary	\$4,747.10

SEX

Female	80%
Male	20%

USE OF INFORMATION SUBMITTED FOR PLACEMENT PURPOSES

Approve	23.5%
Disapprove	40.0%
No response	36.5%

Additional sortings which would reveal useful information have not been made, e.g. salary in relation to training, geographic area of employment, length and kind of experience, etc.

The above sampling is some indication of how valuable an estimation of this Science Technology Division project could be. The Committee is to be commended not only for its work but on its analysis of the problem. The members of this Committee were: Mary Cutlip, Marion Jaques, Louis Canter, Florence Steffes, Doris Baster, and Katherine K. Weed, Chairman, all of the Washington Chapter.

Margaret Hilligan, Chairman
Science Technology Division
Special Libraries Association

WITH THE CHAPTERS

Cleveland

S.L.A.'s national president, Gretchen D. Little, spent October 24 and 25 with the Cleveland Chapter. Rose Vormelker opened her home for "tea" on Sunday afternoon. A theater-party to see "The Four-poster" followed. Monday was filled with library visits and conferences and a chapter

dinner at which time the president spoke of SLA work in her usual enthusiastic and sincere manner.

Members of the American Documentation Institute and others interested in problems of documentation met on November 4 and 5 at the Hotel Cleveland, Cleveland, Ohio. The general program for the annual meeting and the concurrent sessions of the Technical Writers and Editors Group drew an interested audience from a wide area.

Illinois

The Illinois Chapter held a dinner meeting November 3 to coincide with the Fall meeting of the Metals Division. The conventioners had spent the day visiting the John Crerar Library and were looking forward to a full day of papers on the morrow. The group of about 100 at the dinner heard Walter Southern of Abbott Laboratories tell of his year in Europe under the Fulbright Program.

Reprinting of the Second Decennial Index to CHEMICAL ABSTRACTS was authorized at the June Board Meeting of the American Chemical Society.

Michigan

Leola Michaels reports the following progress on the Michigan Chapter project, the *Union List of Technical Periodicals*, 4th ed.:

Two hundred and ninety libraries have sent cards which fill sixty catalog drawers. The symbols have been assigned and the titles have been interfiled. The Committee is almost ready to do the final editing prior to typing for publication.

(We're sorry to hear that Leola broke her ankle after returning from the Metals Division meeting in Chicago, November 3-4. Ed.)

New York

The Science-Technology Group, N. Y. Chapter, held its first fall meeting Wednesday, October 20, 1954, featuring a presentation of the "Magic Suitcase" at 7:30.

Cloth that can be colored red, white, and blue in one bowl of dye, bouncing "squeeze bottles", fine synthetic fabrics, cosmetics, and a host of other new products made from petroleum were shown and discussed when Miss Ann Hignett of the E. I. du Pont de Nemours Company and Mrs. Clara Snow of Standard Oil of New Jersey opened their fascinating "magic suitcase" for members of the group. The program was prepared by the Desk and Derrick Club of the City of New York,

an affiliate of the Association of Desk and Derrick Clubs of North America representing nearly 10,000 petroleum women in the United States of America and Canada. The two speakers were dressed from head to toe in oil products and their suitcase was filled with other products derived from oil. In addition to discussing the unusual and varied qualities of dozens of things made from petroleum that play vital roles in the lives of every American woman, they demonstrated the latest thing in selective dyeing.

Philadelphia

The Science-Technology Group of the Special Libraries Council of Philadelphia and vicinity sponsored the November 5 meeting of the Council at the Federal Reserve Bank. Speaker was Mr. Robert N. Hilkert, Vice-president of the bank whose subject was "Staff Relationships".

The S-T Group has many a hard worker for the Association. First, of course, there is Gretchen D. Little, the national president. They also claim a member of the SLA Executive Board and of the Editorial Board, five officers and chairmen of various S-T sections, and four members of SLA committees, including the chairman of the Fiftieth Anniversary Committee.

Jean P. Wesner and Gretchen E. Runge participated in a program on the training of non-professional staff members, sponsored by the Pennsylvania Library Association on November 6.

ABSTRACT OF THE MINUTES OF THE SCIENCE-TECHNOLOGY DIVISION ADVISORY COMMITTEE MEETING

Hotel Benjamin Franklin, Philadelphia

Those present at the S-T Advisory Council Meeting, Held October 9, 1954 in Philadelphia were:

Mary Agee, Engineering Section—Mary Banker, Petroleum Section—Robert Bray, Engineering Section — Alberta Brown, Past Chairman — Bernard Fry, Vice Chairman—Margaret Hilligan, Chairman—Cornelia Rosmini, Sci-Tech News—Claire Schultz, Pharmaceutical Section—Virginia Seidel, Archives—Marie Shaw, Program coordinator — Gilberta Torrey, Chemistry Section — Janet Vernon, Secretary-Treasurer — Katherine Weed, Roster of Scientific and Technical Librarians.

The program for the Detroit convention was the first item of business discussed. The sections are working on their meetings and preliminary announcements regarding them will be forthcoming.

Through Eugene Jackson, NACA, we have learned that a group of aeronautical technical men from England and the continent will be in the United States at the time of the convention. We are attempting to formulate plans for a post convention institute that will be of interest to these visitors, and at the same time exchange information with them about documentation methods.

Mrs. Katherine Weed, Chairman of the Special Committee for a Roster of Scientific and Technical Librarians told about the work of her committee. She has made great progress in obtaining the interest of the National Science Foundation in a roster of special librarians. The amount of help needed to conduct a survey of any type personnel is usually figured to be one full time person per 5000 people questioned. A motion was made and carried that the Science-Technology Division write to the National Science Foundation to indicate our appreciation for their interest in a roster of special libraries.

The December 1954 issue of SCI-TECH NEWS will be sent, along with an invoice in duplicate for institutions requiring two copies, to all members of the Science-Technology Division. If SCI-TECH NEWS is to be made the official publication of the Division, an amendment to the by-laws will be necessary. The question of ads as a source of revenue was brought up. This matter must be taken up with the SLA Board before any action can be taken. A committee headed by Bernard Fry (Atomic Energy Commission, Washington, D.C.) is studying this problem before it is presented to the board.

In a discussion considering a proposed compilation of scheduled scientific meetings, a quarterly publication was deemed the most useful. Alberta Brown (Upjohn Co., Kalamazoo, Mich.) will study the problem before any lists are undertaken.

The cooperation of the Philadelphia chapter in scheduling a fine dinner and meeting to coincide with the council meeting was appreciated by all.

The spring Science-Technology advisory council meeting will not be in New Orleans; date and location will be announced later (Chicago, Detroit, or Cincinnati would require less travel time for all concerned).

Janet Vernon,
Secretary-Treasurer

WITH THE SECTIONS

Memo to Section Officers — Now that SCI-TECH NEWS is being sent to all members of Science-Technology Division, perhaps you would like to use the NEWS as a means of communicating with your members. The issues for 1955 will appear the first week of February, April, June, August, October, December. More frequent publication and change of timing may occur depending on the amount of material and suggestions received from members.

Send releases to the editor by the 15th of the month before an issue is due, e.g. by January 15 for the February issue.

Pharmaceutical

COPNIP has a new editor, Mrs. Katherine Owen, Winthrop Stearns. Mrs. Evelyn Armstrong, Sharp & Dohme is business manager. It has been suggested to the COPNIP Committee that the publication should be made a divisional one — and expanded, as necessary, to cover S-T Division interests. Mrs. Owen will be glad to receive your comments on this. If you have not seen COPNIP, write to Evelyn Armstrong for a sample copy. You are likely to find that you should be using it. Subscription price—\$3 per year.

UNLISTED DRUGS took on a new format beginning with Volume 6, number 6. Under the capable direction of Miss Winifred Sewell (Squibb), Mrs. Jo Clark (Winthrop-Stearns) and Miss Frances Stratton (Lederle) this first business venture of the Pharmaceutical Section is constantly gaining in importance.

COST STUDY — Mr. Alan MacWatt, Lederle Labs., conducted a seminar, held at Burroughs Wellcome October 14, to design a survey for determining the cost of literature services utilized by the pharmaceutical industry. Mr. MacWatt plans to conduct a similar seminar in the Chicago area in the near future.

Alberta L. Brown, Librarian of The Upjohn Company, is one of the 1954 William E. Upjohn Award winners. Sixteen years ago the first prizes were awarded according to a provision in the founder's will.

The prize consists of a cash award accompanied by a bronze plaque bearing the likeness of Dr. William E. Upjohn, founder of the Upjohn Company, Kalamazoo, Michigan.

The prizes are awarded annually for special accomplishments to those employees who have contributed to the stability of the business by more than routine services.

ABSTRACTED MINUTES OF THE ANNUAL BUSINESS MEETING Science Technology Division

Wednesday, May 19, 1954
Netherland Plaza Hotel, Cincinnati, Ohio
Miss Alberta L. Brown, presiding

Report of the Secretary Treasurer as read:

"Four mailings were sent out during the year. The first included the abstracts of the minutes of the annual meeting in Toronto. The second contained a report of the Fall Advisory Committee meeting in New York. The third held the abstracts of the Spring Advisory Committee meeting in Chicago and the proposed By-Laws. The fourth consisted of Section and committee reports. Each member received a total of thirty pages.

Financial Statement:

Balance June 30, 1953	\$ 421.26	
Receipts from Headquarters	997.40	
	<hr/>	\$1418.66
Disbursements		
Section allotments	\$102.64	
Division mailings		
Reproduction	\$102.64	
Postage	153.20	
Envelopes	73.98	429.18
Chairman Postage & telephone		74.68
Convention program exhibit		24.00
Membership punched cards		50.76
Roster of Scientific &		
Tech. Librarians	54.95	
Union List of Tech. Periodicals	20.00	
	<hr/>	\$756.17
		\$ 756.17
Balance May 18, 1954	\$662.49	662.49
		<hr/>
		\$1418.66

Respectfully submitted
Lorraine Ciboch
Secretary-Treasurer."

Microcards

The motion was passed that "the microcard committee of the Division be released from obtaining increased income for the Division through its activities". This now permits the microcard committee to release its lists of wants as determined by the Division to the S.L.A. Microcard Committee, and in other ways to promote their micro-reproduction. As examples of suggested titles for reproduction were mentioned Iron Age and Oil and Gas Journal. Miss Ann Nicholson is Chairman of the S.T. Microcard Committee.

Union List of Periodicals in Technical Libraries—4th Revision

As of May 9, 1954, notice of participation was received from 287 libraries. Of the libraries that participated in the 3rd edition, 108 are not participating in the new edition; many of these libraries not being in the Special Libraries Roster and so it is assumed they are out of existence. Complete holdings have been received by 84 libraries, 17 are sending their cards in monthly installments. To date 13,000 cards have been received, an estimated fourth or fifth of the anticipated total. Receipt of all cards are acknowledged by Mrs. Marie Shaw so that anyone participating who does not receive such an acknowledgment is to notify the committee. It is nine years since the publication of the 3rd edition, and if future editions are anticipated a study is advised leading to methods and plans of retaining the material of the 4th Division for use in the work of future divisions. Sci-Tech members of the Michigan Chapter are preparing this new edition, Leola Michaels, Chairman.

Roster of Scientific and Technical Librarians

The motion was passed that "the report of the Roster Project be made to the SLA Executive Board for future action". Since the motion for the roster came to the Science Technology Division from the S.L.A. Board, it would seem appropriate at this time to report back to the Board the results of the work, of what we think can be accomplished and what is involved in it, and that any future development of the roster depend on Executive Board action. Katherine K. Weed, Chairman, other members of the Committee are also members of the Washington Chapter.

ACTION TAKEN: The report and recommendations of the Special Committee on a Roster of Scientific and Technical Librarians was transmitted to the S.L.A. Executive Board by Science Technology Division Chairman Margaret Hilligan. The SLA Executive Committee took the report up at the Fall Board and Advisory Council Meeting, President Little to appoint a committee to study the findings and recommendations of the committee (see page 2 for a special account of the S.T. Roster Project).

Dissolution of the Metals Section

The motion was passed to accept the following petition thereby effecting the dissolution of the Metals Section of the Science-Technology Division:

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"Whereas, the Executive Board of the Special Libraries Association, in Executive Session at the 1953 Annual meeting in Toronto, granted the petition of certain members of the association to form a new division to be known as the Metals Division of the Special Libraries Association; and:

Whereas, the aforementioned members organized the Metals Division of the association at the annual meeting in Toronto in 1953; and:

Whereas, the field of interest of the newly formed Metals Division duplicates the interest and work of the Metals Section of the Science-Technology Division; and:

Whereas, the members of the Metals Section of the Science-Technology Division, by mail ballot taken following the annual meeting, have indicated their desire to disband the metals Section;

We the undersigned, do hereby petition the Advisory Committee of the Science-Technology Division to dissolve the Metals Section of the Science-Technology Division as of this 19th day of May, 1954.

Mary Frances Pinches, Chairman
Metals Section

Marjorie Hyslop, Vice Chairman
Phyllis Whalen, Secretary-Treasurer."

Scientific Meetings List

The motion was passed "that a committee be appointed to study the possibility of a calendar of technical and scientific meetings and to report to the Fall Advisory Committee on the advisability of such a project", the motion being made by Miss Thelma Hoffman.

ACTION TAKEN: Several S.T. members were contacted to take this appointment, but a firm commitment was not obtained. S.T. Chairman, Margaret Hilligan, asked the advice and good counsel of the S.T. Advisory Committee at the October meeting and at this time Miss Alberta L. Brown accepted. Recommendations by this committee will probably be forthcoming for presentation to the Division at the 1955 Annual Business Meeting.

Reprinting of "Special Libraries"

The motion was passed that "Special Libraries be reprinted, but at the same time revisions start immediately so that before it goes out of print again a revision be ready.

ACTION TAKEN: Reprinting of "Special Libraries" is in progress under the direction of the Publications Committee.

This motion was accompanied by much discussion from the floor, in recognition that it is the only publication of its kind. Miss Jackson of the Publications Committee pointed out that copies of the book are going to such places as Helsinki, India and Thailand and that it is being used by library schools giving courses in special libraries. Mrs. Irene Strieby favored a revision and while her point of view was appreciated, the fact still remained that orders continued to be received at Headquarters.

Russian Translations

Miss Elsie Garvin had suggested that a S.T. project be set up to try to encourage a speedier translation from the Russian. Several people responded that they were getting adequate service. It was felt that this problem was not acute enough for the Division to handle at this time.

By-Laws

With minor revisions the By-Laws as distributed to the Science Technology membership in April of 1954 were adopted. Miss Helen Basil of the Crane Company, Chicago and her committee are to be congratulated for the speedy accomplishment of their assignments, the writing, revising, submission to the membership, and presentation at the Annual Business Meeting all within a year. Miss Lorraine Ciboch, American Can Co., Chicago, was also active on this project. (See page 8 for the Science-Technology Division By-Laws as adopted May 19, 1954.)

Sci-Tech News

A motion was passed that "each member of the Science-Technology Division assume the responsibility of subscribing to and paying for the Division publication, Sci-Tech News, at the annual subscription price of \$1.00."

The problem of communications within the Science-Technology Division was discussed. Miss Mignon Gill pointed out that with so many worth-while projects underway, members deserve to have a simple means whereby they may receive—or communicate—frequent news of these projects. She stated that our prime professional objective is the dissemination of information. On our jobs we eagerly seek to devise the most advanced and competent methods for this purpose. But when it comes to transferring news of our activities we still seem to be in the horse and buggy days. We have grown too big for that, in spite of the fact that there is Special Libraries, some section publications, and several general mailings to the Division and that sections also

contact their members, the Science-Technology Division follows no organized plan for insuring an informed membership.

The obvious solution is to make use of the already existing Sci-Tech News, by asking each member of the Division to contribute to its cost. In effect this would be rightfully transferring the burden of communication's cost from the officers and their companies to the Division.

ACTION TAKEN: A committee under Mignon Gill, and Sam Sass, Alberta Brown, Lois Brock was appointed to study the problem. (See page 10 for a special account of the interim report of this committee. The December issue is being sent to the membership. Included is a billing for a subscription to Sci-Tech News for 1955.

50th Anniversary Meeting, 1959

A motion was passed that "the Science-Technology Division go on record as being in favor of relinquishing, if necessary, separate program time for the Science-Technology Division and the member sections, and to cooperate with the SLA Committee in charge of the 1959 convention."

Report of the Nominating Committee

"Miss Margaret P. Hilligan, General Mills, Inc., Minneapolis, the Chairman-Elect for 1953-1954, automatically becomes Chairman for 1954-1955.

For the other two offices, Eleanor Crouse, Chief Teller of the Elections Committee, reports that 707 ballots were cast, of which 69 were invalid. This is a high percentage of invalid votes, and results chiefly from the fact that members failed to place their names on the outside of mailing envelopes, although this instruction appeared on the face of the ballot.

The new officers are:

Vice-Chairman and Chairman-Elect:

Mr. Bernard M. Fry, Chief Librarian,
Atomic Energy Commission,
Washington, D.C.

Secretary-Treasurer:

Miss Janet Vernon
Minnesota Mining & Manufacturing Co.
St. Paul, Minnesota

This report is submitted by the Nominating Committee,

Anne Nicholson
Charles Bauer
Mignon Gill, Chairman."

Prepared and edited by:
Margaret Hilligan, Chairman
Science Technology Division
Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION SCIENCE - TECHNOLOGY DIVISION

BY-LAWS

Adopted May 19, 1954

PARAGRAPH A

Name and Object

Sec. I. Name—The Division shall be designated as the Science-Technology Division of the Special Libraries Association.

Sec. II. Object—The object of the Science-Technology Division is to promote the work of the SLA by drawing together members of the Association who are interested in any aspect of librarianship within the fields of Science-Technology; intensify the collection, organization and dissemination of information; foster field research, and otherwise promote the objectives of the parent Association.

PARAGRAPH B

Membership

Sec. I. In accordance with the Constitution and By-Laws of the S.L.A. any member of the Association who has an active interest in the Science Technology Division may become a member thereof. (Special Libraries, September, 1950, 10th revision of By-Laws).

PARAGRAPH C

Officers

Sec. I. The officers of the Science-Technology Division shall be the following:

1. Chairman
2. Vice-Chairman
3. Secretary-Treasurer

Sec. II. Chairman—

1. The Chairman shall appoint:

- a. The Chairman of the Standing Committees
- b. The Chairman of the Special Committees

2. The Chairman shall preside at sessions of the Division during meetings of the annual convention and at the meetings of the Science-Technology Division Advisory Committee.

3. The Chairman shall attend SLA Advisory Council meetings to represent the opinions and interests of the Division. If he is not able to attend such meetings, he shall appoint a member of the Advisory Committee to attend them, preferably the Immediate Past Chairman.

4. An annual Summary of Division activities is prepared by the Chairman for the Annual Business Meeting, the Science-Technology Advisory Committee, and the S.L.A. Division Liaison Officer.

Sec. III. Vice-Chairman—

1. The Vice-Chairman is chairman-elect; he shall assume automatically the Chairman's post during his second year of office.

2. He shall work with the Division Chairman and the Division Program Chairman in an advisory capacity.

3. He shall prepare a report on his activities to be presented at the Annual Convention.

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Sec. IV. Secretary-Treasurer—

1. The Secretary shall keep a record of all the meetings of the Division.

2. The Secretary shall make payment of all duly authorized bills counter-signed by the Chairman and keep current accounting record of the Division.

3. The Secretary shall submit an annual report to the Division and prepare such other reports as may be required by the S.L.A. Division Liaison Officer.

PARAGRAPH D

Government of the Division

Sec. I. Executive Committee—

1. The Executive Committee shall consist of the three elected officers of the Division and of the Immediate Past-Chairman.

2. It shall have full control of the activities of the Division, subject to limitations imposed by the S.L.A. Constitution.

Sec. II. Advisory Committee of the

Science-Technology Division—

1. The Advisory Committee shall include the Executive Committee, the Chairman of each Section or other designated section representative, the Chairman of each committee, the Editor of Sci-Tech News, and the Division Representatives of local chapters. The Chairman of the Division shall be the Chairman of this committee.

2. The Advisory Committee shall have the power to recommend a course of action to the Executive Committee.

3. The disposition of medals, awards, and scholarships shall be administered by the Advisory Committee.

4. The Advisory Committee shall serve as consultant to Section Officers when the need arises.

PARAGRAPH E

Finances

Sec. I. Allotment to the Division—Allotment of funds is made to the Division by decision of the Executive Board of S.L.A. in an amount based on size of membership (See Handbook of Procedure, Science-Technology Division).

Sec. II. Allotment to Sections—A sum in accordance with the Administrative policies for the current year of the Division, shall be credited to the Sections for their use or may be sent to them upon request.

PARAGRAPH F

Meetings

Sec. I. The annual business meeting of the Division shall be called during the Annual Convention of the S.L.A.

Sec. II. The vote of a majority of those attending the Annual Business Meeting of the Division will be considered final in resolving problems which were submitted during the year to the entire membership.

Sec. III. The Executive Committee shall meet during the Annual Convention and at such times during the year determined by the Division Chairman.

Sec. IV. The Advisory Committee shall meet during the Fall and Spring Advisory Council meetings of the S.L.A., if such meetings have been called, and also at other times determined by the Division Chairman.

Sec. V. Quorum—30% of the Science-Technology Division members registered at the Convention will constitute a quorum of the Division for the transaction of business.

PARAGRAPH G

Committees

Sec. I. Organization—

1. All Committee Chairmen are appointed by the Division Chairman.

2. Committee Chairmen may choose the members of their Committee (subject to the approval of the Division Chairman).

3. Committee Chairmen shall submit a report to the Division Chairman for each Advisory Committee meeting and for the Annual business meeting at dates set by the Division Chairman.

Sec. II. Standing Committee—

1. Standing Committees shall be appointed to take care of matters requiring continued attention in the management of the Science-Technology Division affairs.* The Standing Committees are:

- a. Archives
- b. Convention Program Committee
- c. Editing of Bulletin
- d. Elections
- e. Membership
- f. Nominating Committee

2. Additional Committees shall be created with the authorization of the Executive Committee of the Science-Technology Division. On the recommendation of the Executive Committee, Standing Committees whose assignments are completed shall be discontinued by a majority vote at the annual business meeting of the Science-Technology Division.

Sec. III. Special Committees—

1. Shall be created to carry out projects related to field investigation or development of the Division.

2. Their administration shall be patterned on that of Standing Committees.

3. Special one-year committees may be appointed directly by the Science-Technology Chairman to assist with the current year administration.

*The Duties performed by various Standing Committees are described in the Procedure Handbook of the S.L.A. Science-Technology Division.

PARAGRAPH H

Professional Sections

Sec. I. Object—

1. The object of a Professional Section is to provide through the organization of the Science-Technology members with a specialized subject interest, means for promoting further the usefulness and efficiency of libraries operating in their fields.

Creation—

2. A Professional Section of the Science-Technology Division can be formed when 25 or more members of the Division agree that their professional interests can be served better by forming a separate professional group. To this effect, the Executive Committee of the Science-Technology Division should be petitioned by said members. This petition shall be presented at the Annual Division Business Meeting.

Sec. II. Government—

1. The Sections are to be self-governed insofar as their activities do not conflict with the regulations of the Division or the Association.

2. Reports shall be submitted to the Division Chairman for the annual business meeting and for both Advisory Committee meetings at dates set by the Chairman of the Division.

3. Section funds may be held by the Division Treasurer so as to have Section bills paid by him unless the Section specifically votes to handle its own funds. In this case a check for the amount of the allotment is sent from the Division to the properly designated Section Officer of the Section at the beginning of the fiscal year.

4. Sections may augment their funds by such means as voted by the membership.

Sec. III. Projects—

1. Projects which a Section is able to finance may be initiated by it at its own discretion.

2. Whenever possible, Sections shall avail themselves of every opportunity to co-operate with other professional and scientific associations and to hold joint meetings with them.

Sec. IV. Dissolution—

1. A Section may dissolve if its members reach the conclusion that its current organization does not serve the needs of the membership.

2. A proposal shall be presented to the section members for discussion by mail.

3. A summary of these discussions shall be presented at the Annual Business Meeting of the Section.

4. The balloting shall then be effected by mail.

5. If two-thirds of the ballots cast favor dissolution, the Section Chairman shall present the petition to the Executive Committee of the Division for dissolution.

6. The petition shall be moved upon at the next annual business meeting of the Division.

7. The money credited to the Section reverts to the parent Division.

PARAGRAPH I

Sec. I. Adoption of By-Laws—

By-Laws shall be adopted by the affirmative vote of two-thirds of the returned mailed ballots.

Sec. II. Amendments—

Any member of the Division may submit an amendment to the Executive Committee after discussion and seconding at the Annual business meeting. An affirmative vote of two-thirds of the returned mailed ballots is required for amendment of the By-Laws.

LETTERS TO THE EDITOR

This column does have results occasionally. Claire Schulz, busy chairman of the S-T Pharmaceutical Section, took time to write a helpful letter to Bette Preer who had requested criteria for selecting science books for teen-agers.

REPORT OF THE COMMITTEE TO STUDY SCI-TECH NEWS

For the October, 1954 Meeting of the
Advisory Council, Science-Technology Division

Expanding membership and activities of the Science-Technology Division require an improved means of intra-communication.

Last May, the Division voted that each member should "assume the obligation of subscribing to, and paying for, the Divisional publication, 'Sci-Tech News', at the annual subscription price of \$1.00".

A committee was appointed to work out details of a plan with the following objectives:

- (1) Increase the number of issues per year.
- (2) Use "Sci-Tech News" to replace most general mailings, and ballot mailings as well.
- (3) Use the publication as a means of frequent communication between officers and members.
- (4) Attempt to define the respective fields of "Special Libraries" and "Sci-Tech News".
- (5) Attempt to collect \$1.00 per member.

Many members have aided the committee with their advice and opinions. Alberta Brown, Anne Nicholson, Dora Richman and Gertrude Schutze have been particularly helpful.

Our recommendations follow:

CONTENTS OF SCI-TECH NEWS

- 1) Editorial. Favored highly. Suggest that editorials be elicited from Sci-Tech Chairman, business executives, prominent members, and retired members.
- 2) News of Projects, Committees, Exhibits, of
 - a. S-T Division. (In full)
 - b. S-T Sections. (Urge Chairman to contribute to each issue. Ask Sections with news bulletins to contribute condensed versions, or references to their own publications.)
 - c. S-T Regional meetings. (In full)
 - d. Chapters. (Limit strictly to S-T interests, and do not expand, since Dora Richman expects to increase the number of pages devoted to Chapters in "Special Libraries".)
 - e. Sister Societies (see d)

The committee does not object to a certain amount of overlapping with other publications, indeed considers this desirable, provided items are not identical and emphasis is allocated as we have indicated.

3) Names of officers, committee chairmen, Sci-Tech chapter representatives, etc., as reported by nominating committees, or appointed. (Definitely)

4) Convention programs of S-T Division and Sections—tentative, final, and abstracts of papers. (Absolutely necessary)

5) Obituaries of S-T members. (Yes)

6) Reports of Executive Board and Advisory Council Meetings. (Mention only. Leave this for "Special Libraries")

7) Letters to the editor. (Here is one of our most interesting potentialities. We hope that this section will expand considerably)

8) Professional articles. (No. These are for "Special Libraries")

9) Literature abstracts. (A feather in our S-T cap and a valued feature. Yet the chairman of this committee feels that if some day space in "Special Li-

braries" will permit, we should consider relinquishing them, so that all members of the Association might benefit. Incidentally, Miss Schutze has just completed an index which will be published soon.)

The committee does not favor a cooperative abstract bulletin with other societies.

10) Advertising. (No)

11) News of

- a. New or enlarged libraries.
- b. New equipment, methods.
- c. New publications.
- d. New members.
- e. Members, transfers, promotions, personal, etc.

All very interesting. Let's urge members to send in this kind of news.

Now for some new features. We would like to see:

(1) A calendar of events and deadlines to be submitted by the S-T Chairman, and published in installments. The calendar would tell officers when they should submit reports of programs, or take other action.

(2) A statement in each issue of the deadline for the next issue, and an invitation for contributions.

(3) Ballots for Division and Section elections, printed on the inside of the back cover, to be clipped and mailed. It has been pointed out that some copies received on company membership are read by several people. However, there will be but one ballot for one subscription, and we believe that the rule should be \$1.00 per membership, whether company or personal.

(4) A certain amount of space (not too much) reserved in each issue for communications from the Division and Section Chairmen.

(5) If of any advantage to the editor, instructions in each issue about submitting material in some standard form—type so wide, so many copies, etc.

(6) Publication of 8 issues per year.

We like the present format and believe it should be continued, unless another format might prove to be less expensive.

The committee will welcome your comments and criticisms.

Lois Brock
Samuel Sass
Cornelia Rosmini
Mignon Gill, Chairman

NECROLOGY

Jack C. Morris, Chief Librarian at Oak Ridge National Laboratory, died of lung cancer in September.

After receiving his B.S. in chemistry at the University of Nebraska, Mr. Morris earned his M.S. in L.S. at the University of Illinois in 1941. He held positions in the University of Illinois and University of South Dakota libraries, with the South Dakota War Information Center, Hercules Powder Company, Office of Rubber Reserve and since 1948 at Oak Ridge.

Our sympathy is extended to his wife and 11 year old son.

SELECTED ABSTRACTS

LIBRARY ADMINISTRATION

Guide to selected readings in records management. N. Y., National Records Management Council, 1954. 28 p. \$2.85

Bibliography of references to magazine articles, books and pamphlets in 20 subject categories.

Practical values of records management. P. Denoncourt. OFFICE MANAGEMENT 15(9):28, 74,76,78 Sept. 1954

The second article in the series discusses how to isolate the 20% of records that must be kept in office space, and how to dispose of the remaining 80%. The author next considers the impact records management program has on space and costs.

The new science of records management. R. A. Shiff & A. Barcan. HARVARD BUSINESS REVIEW 32(5):55-62 Sept.-Oct. 1954

Shows an executive where he should begin and how and what he should do to improve his records system. Draws largely on experience of National records management council in new field of the science of records management.

Tools of the office. OFFICE MANAGEMENT 15 (9):44-48,50,57 (Sept. 1954)

Part of this monthly feature article (the pages noted) illustrates and describes microfilm recorders, readers and cabinets. Manufacturers names are given as well as prices.

Effective use of time. U. S. Dept. of Army. Washington, G.P.O., 1954. 19 p. Civilian personnel pamphlet #41-B-62

Outlines time-consuming activities of supervisor which may be classified as necessary, unnecessary, or creative, and covers cause of lost or misspent time and methods of planning for more effective use of time.

INDEXES NOW AVAILABLE

An author index has been prepared for "Selected Abstracts" which appeared in Vols. 1 through 8, 1946-1954, and a subject index is in preparation. These will be available to paid-up subscribers for 1954 upon request and to others for \$1.00. Please send your inquiries to our business manager, Mrs. Cornelia Rosmini, The B. F. Goodrich Chemical Co., Rose Bldg., Cleveland, Ohio.

DOCUMENTARY REPRODUCTION

PROCEEDINGS of the Third Annual Meeting of the National Microfilm Assoc. held at Cleveland, Ohio, April 1-2, 1954. Mass., National Microfilm Assoc., 1954. 125 p. \$3.00

This volume contains well illustrated articles by recognized authorities on industrial microfilming procedures, new photostat apparatus to enlarge and process from microfilm, microprint documents in business and industry, an updated look at microfilming, microfilm enlarging via Zerography, practical considerations in the washing of microfilms, individualizing microfilms, diazotype duplication of microfilm, a new approach to some microfilm problems and other material.

The use of microphotography in cataloging technical documents. W. T. Mason. AMER. DOC. 5 (3):162-165 Aug. 1954

Details of the photographic system developed at the Bureau of Aeronautics, Dept. of Navy, for speeding up production of catalog cards for technical documents are explained and applications noted. Illustrated.

TECHNICAL PROCESSES

Technical services in libraries. M. F. Tauber and associates. N.Y., Columbia Univ. Press, 1954. 487 p. \$6.50

The methods and special problems involved in acquisition, cataloging, classification, binding, photographic reproduction, and circulation operations are explained and realistic solutions are suggested.

Some general remarks on the exchange, administration and retrieval of printed information. J.H. Griedanus. NACHR. DOK. 5(3):122-125, Sept. 1954

Sketches experiences with the design of the CCL systematic subject classification for aeronautics.

Easing reprint traffic. C&EN 32(40):4017 Oct. 4, 1954

A two-way envelope makes mechanics of reprint interchange easy. Illustrated.

Classification for building documentation. E. Schoendorff. Amer. Doc. 5(2):79-92 April 1954

The paper is concerned with the principles and problems of classification and subject analysis in building documentation.

Some multi-plane classification schemes. P. A. Richmond. AMER. DOC. 5(2):61-71 April 1954

The author devises 10 examples of 3 and 4 dimensional classification schemes to permit the representation of relationships not possible with a two dimensional system such as U.D.C., Colon, Bliss. Although these schemes are speculative it is possible to devise workable classifications on a poly dimensional basis.

The duality concept in subject analysis. J. C. Morris. AMER. DOC. 5(3):117-146 Aug. 1954

For abstract see STN 8(2):14, June 1954

The petroleum chemist's vernacular. K. C. Ornsen. AMER. DOC. 5(4):218-222 Oct. 1954

A plea for universal scientific terms in favor of the widespread use of commercial jargon.

Machine literature searching. III. Making indexes amenable to machine searching. A. Kent, M. M. Berry, and J. W. Perry. AMER. DOC. 5(2):92-94, April 1954.

For abstract see STN 8(1):12, March 1954

IV. Collection of terminology. M.M. Berry, J. W. Perry, and A. Kent. AMER. DOC. 5(2):95-100, April 1954

For abstract see STN 8(1):12, March 1954

V. Definition and Systemization of terminology for code development. A. Kent, J. W. Perry and M. M. Berry. AMER. DOC. 5(3):166-173, Aug. 1954

For abstract see STN 8(2):12, June 1954

VI. Class definition and code construction. J. W. Perry, M. M. Berry and A. Kent. AMER. DOC. 5(4):238-244, Oct. 1954

Careful analysis of the meaning of terminology used to express the subject matter of records is essential if we are not to limit the capabilities of machine searching.

The Dewey Decimal Classification offices. E.L. Kragh. D. C. LIBRARIES July 1954 p. 2-6

Reviews events that led to the location of DC editorial office in the Library of Congress in 1927, establishment of the Decimal Classification section as part of the organization of L.C., and the assumption by L.C. of the responsibility for the preparation of the 16th edition of D.C. classification.

Looking Forward To 1955. . .

The staff of SCI-TECH NEWS is enthusiastic about the Division action in sending the NEWS to all members of the Division.

We hope you will plan to keep abreast of Division, Section and Chapter activities through the pages of SCI-TECH NEWS. We know you will appreciate the ever-welcome "Selected Abstracts" even more with the proposed annual index. (See p. 11 for notice of Cumulative Index for Vols. 1-8.)

The Universal Decimal Classification. S. F. Harper. AMER. DOC. 5(4):195-213 Oct. 1954

The paper describes the U.D.C. as a classification system, comparing it in size with the Dewey scheme and describing the Auxiliary Tables and Symbols. The unique system for expansion and revision is outlined and the present-day use of the classification is surveyed; and the relationship between the two systems is explained.

Universal decimal classification for macromolecular materials (rubbers and plastics), stone and other processable materials. B.S. 1000 (678-679):1954. London, British Standards Institution, 1954. 15s

This is the 4th International edition of U.D.C. and is a complete re-arrangement of the classification schedules for rubber and plastics, as set out in the 3rd international edition (German) published in 1948.

Evaluation of the subject catalog: criticisms and a proposal. O. L. Lilley. AMER. DOC. 5(2):41-60 April 1954

The report examines the reasons why subject catalog studies have failed and outlines a method of approach to make the catalog a more useful instrument.

How to reduce cataloging costs. C. Grubb. AMER. DOC. 5(3):146-154 Aug. 1954

Cataloging costs can be cut by using a Process Form to guide the typist and reduce clerical operations performed by the cataloger and by investigating card reproduction methods. Procedures used by the catalog department of Battelle are outlined and basic considerations for determining catalog costs are briefly discussed.

Cataloging developments in France. S. Lubetzky. Appendix to L.C. INFORMATION BULLETIN April 12, 1954

A review of a "Project de Norme" presenting a draft of cataloging principles for publications of cor-

porate authors, part of a new French cataloging code now in preparation by the Association Francaise de Normalisation.

The circulation of periodicals. II. Is periodical circulation effective? C.E.C. Heinetsen. ASLIB PROC 6(3):146-148, Discussion 148-150 Aug. 1954.

The solution to effective dissemination of information in periodicals involves: 1) indexing all journals on receipt, 2) preparation of abstract bulletins, 3) selective circulation on the basis of interest of each issue to particular individuals, 4) regular circulation of each issue to those who must see each issue.

The circulation of periodicals. I. An inquiry into journal circulation. C.W. Hanson. ASLIB PROC. 6(3):143-145 Aug. 1954

Answers to a questionnaire provided figures to show how many journals are circulated, to how many people, the average number of journals seen per person, time in man/hours per week spent on journal circulation.

ABSTRACTING AND INDEXING

A concise form for scientific literature citations. G. E. McCasland. SCIENCE 120:150-152, July 23, 1954

A concise style for literature citations is proposed which would reduce the minimum linear space requirement for each citation by about one-half, and would be especially suitable for use with automatic sorting devices for punched cards and microcards.

Patent reviews, patent abstracts. W. Jacobsohn. ASLIB PROC. 6(3):186-188 Aug. 1954

There are three different kinds of patent abstracts: 1) as part of a general patent review, 2) as part of a critical review, 3) information about the state of the art in a particular field. A few rules that the abstractor must consider are: 1) determine if there is anything of interest, 2) translate the text into language easily understood by the reader, 3) condense the text to 150 words. In selecting patents for abstracting, marginal patents must be included as the final decision must be left to the reader.

How to find what you need. ENGINEERING NEWS-RECORD 152(20):46-47 May 20, 1954

Describes briefly the Unitem indexing system which makes use of one-word terms and simple numbers to produce information from any filing system.

The role of terminology in indexing, classifying, and coding. J.W. Perry. In: American Chemical Society, "Chemical nomenclature", Advances in Chemistry Series #8, 1953, pp. 106-112.

The use of technical terms for building indexes, classification schemes, and codes for punched cards is discussed. Advantages and limitations of these systems are enumerated.

LITERATURE SEARCHING

The literature search. In: R. E. Dodd & P. L. Robinson, "Experimental inorganic chemistry". Elsevier, 1954. Chapter 7, pp. 404-407

Instructs the chemist on how to go about finding the information he needs before undertaking a research project. A bibliography of inorganic chemistry, especially from its experimental aspects is presented.

BIBLIOGRAPHY

Bargain Sale! C & EN 32635:3446, Aug. 30, 1954

A comparison of the cost per 10,000 words to subscribers of ACS journals and competing brands indicates that ACS publications are a bargain. The comparison is even more favorable at special membership rates. The problem is how to establish a realistic price without reducing the diffusion of chemical knowledge.

Genesis of the business press in the U.S. R. B. Smith. J. MARKETING 19(2):146-151 Oct. 1954

This paper reports the first phase, to 1850, of a study of the development of business papers in the U.S. and the job they did gathering, interpreting and disseminating information.

TECHNICAL BOOK REVIEW. London. Vol. I, No. 1, Aug. 1954. Bimonthly. \$3.75 year

Reviews of outstanding new books, broadly classified under science, engineering, medicine and technology.

TECHNICAL BOOK GUIDE. Amsterdam. Quarterly, Vol. 1, #1, Jan. 1954. \$4.20 year

Each issue surveys English, American, German, Dutch and French technical publications.

Basic reference sources. L. Shores. Chicago, American Library Assoc., 1954. 378 p.

Unlike its predecessor, "Basic Reference Books", this volume includes more nonbook materials and gives more attention to reference practice. The book is divided into 3 parts: 1) opening chapter describes

reference practice in terms of six fundamental functions, 2) 13 chapters describing general reference books, and 3) 5 chapters dealing with reference sources in special subject fields. The chapter on the sciences, pure and applied is written by Helen Focke (p. 290-325) and considers some of the most widely useful tools, with emphasis on those of most importance for the general library. Because publications in the sciences go out of date rapidly, in many cases types of publications rather than individual titles are stressed.

Scientific and technical serial publications, U.S. 1950-53, 1954. Library of Congress. 238 p. \$1.25

A selective list of serials issued in U.S. between Jan. 1950 and Dec. 1953, including annuals and monographic series. Part I lists nongovernment publications; Part II lists government serials and those emanating from institutions and organizations under sponsorship of those governments. Entries are arranged under broad subjects alphabetically by title in Part I, alphabetically by corporate author in Part II. Pertinent bibliographical data for each listing are included.

Scientific and technical serial publications, Soviet Union, 1945-1953. 1954. Library of Congress. 118 p. 60¢

Entries arranged alphabetically by title under broad subject headings. If the publication covers more than one subject, it is listed under as many headings. Bibliographical data covers issuing organization, place of publication, date of first issue, frequency. Features, such as book reviews, abstracts, original research, etc., are also listed.

Bibliography of interlingual scientific and technical dictionaries. 3d ed. J. E. Holmstrom, ed. Paris, Unesco, 1954. \$1.75

This valuable reference book and useful acquisitions guide lists 1,629 dictionaries with detailed explanatory notes together with language, author and subject indexes given in English, French and Spanish. Entries are grouped by subject according to U.D.C. 237 subject headings and 75 languages are represented in the list. An asterisk indicates that a dictionary is considered to be a good one, is large in proportion to the subject considered, is still in print and should be easily obtainable.

Scientific documentation in the Soviet Union. R. G. Liepina. AMER. DOC. 5(2):71-79 April 1954

A history of the development of scientific documentation in the Soviet Union from 1917 when all bibliographic activities became a state concern up to the establishment of the Institute of Scientific Information in 1952 and the publication of its abstracting journals in 1953.

The Japanese chemical literature. L. J. Stevens. J. CHEM. EDUC. 31(9):471-474 Sept. 1954

Publications of scientific institutions and professional societies, abstracting facilities, medical publications, dictionaries and patents are described.

Documentation in instrumentation. W. A. Wildhack, J. Stern and J. Smith. AMER. DOC. 5(4): 223-237 Oct. 1954

This paper originally appeared as a publication of the National Bureau of Standards, Report 3276, April 1954. 21 p. For abstract see STN 8(3):12, Sept. 1954.

Periodicals on instrumentation. INSTRUMENTS AND AUTOMATION 27:773 May 1954

The list includes those periodicals concerned exclusively with instruments and apparatus for measurement, analysis, inspection, testing, computing and automatic control. For each journal information is given concerning the date of first issue, publishing address, number of issues per year, price. No iron curtain periodicals are listed.

Literature resources for chemical process industries. Wash., American Chemical Society, 1954. Advances in Chemistry Series #10. 582 p. \$6.50

A collection of papers comprising symposia on the literature of market research, resins and plastics, textile chemistry, food industry and petroleum. General papers cover literature searching procedures, the foreign chemical literature and foreign languages. All papers were presented before the Division of Chemical Literature at recent meetings of the ACS.

Collections of interest to the gas industry. C. Wilson. CRERAR CURRENT 1(3):4-5 Aug. 1954

Describes the strong collection in the gas field held by the John Crerar Library. The resources include periodicals, convention proceedings, statistical material, government publications, histories, bibliographical indexing, and abstracting services.

The literature of geology. Compiled by B. Mason. N.Y., American Museum of Natural History, 1953. 155 p. \$2.00

A rapid reference of the most significant literature on the geology of individual countries in all parts of the world. The first part is devoted to reference works of various kinds. In the regional section, the procedure is to list the publications of the official geological survey, other important serial publications devoted to geology, the latest geological map, the most useful and up-to-date source of information on the general geology of the country.

Sources of information for the agricultural and food chemist. A.W. Marsden. CHEM. & IND. No. 37:1138-1141 Sept. 11, 1954

The paper indicates some of the British centers to which the agricultural and food chemist may apply for scientific information. The organizations covered are: Commonwealth Agricultural Bureaux, agricultural research stations and educational centers, National Agricultural Advisory Service, commercial firms, foundations and research institutes. Food Investigation Board, establishments of the D.S.I.R. and Aslib.

MECHANICAL AIDS

Application of punched cards to chemical process control. R. F. Stevens & J. F. Brady. CHEM. ENG. PROG. 50(10):493-496 Oct. 1954

This paper describes a system at National Lead Co., Titanium Division, employing punched cards and conventional accounting department facilities for processing such data as laboratory analyses, plant operating conditions and production formulae.

SPECIAL LIBRARIES AND INFORMATION SERVICES

Libraries and the publications of the U. N. specialized agencies. J. F. Saunders Unesco Bull. for Libraries 8:E102-E108 Aug.-Sept. 1954

The publications of the 11 specialized U.N. agencies are discussed as well as problems of selection, classification and use. The U.N. Documents Index begun in Feb. 1950 is an indispensable reference tool and guide to the U.N. documents and can replace formal cataloging of documents. Indexes to documents of the various agencies issued prior to 1950 are listed.

Federal services to libraries. P. Temple. Chicago, Amer. Library Assoc., 1954. 227 p.

The book analyzes objectively the programs and policies of the Federal Government in its relations with libraries, and sketches in detail the many services performed for libraries. Some of the categories described are: abstracting services, bibliography, cataloging and classification, microfilm and photocopying services, reference services, translation services, union catalogs and lists.

External sources of commercial chemical development aid. In: H.M. Corley, "Successful commercial chemical development". Wiley, 1954. Chapter 6, pp. 84-106.

The chapter reviews the place of consultants, universities and philanthropic institutes, industrial research institutes, government agencies in commercial chemical development. Sources for searching and collecting technical data are briefly reviewed and the contribution of trade associations is told.

What does the patent office scientific library have to offer the chemist? H.F. Lindenmeyer. J. PATENT OFFICE SOCIETY 36(7):463-481. July 1954

The resources of this extensive library are cataloged and its services are described. The article deals chiefly with patents, both U.S. and foreign, what is available in Washington, how they are arranged and filed, and the tools available for using these patents.

Description of Forum library and information services. FORUM MEMO TO MEMBERS (Atomic Industrial Forum, Inc.) Vol. 1, No. 8, July 1954, 3 p. supplement.

The holdings and services of the library of Atomic Industrial Forum, Inc. in New York are described in some detail.

The answer in a nutshell or packaged information for industry. B.A. Evans. ASLIB PROC 6(3): 133-139 Aug. 1954

The industrial concern's information officer requires of the public library or technical library of a university 1) a wide range of periodicals, 2) up-to-date union list of specialist periodicals held in the area, 3) maintain a heavy pamphlet holding, 4) should have as many abstract journals and indexes as practicable, 5) must be aware of the specialist centers and pass on questions, 6) facilities for photocopying, 7) help with the translation problem.

The scope of information work in industry. A.R. Smith. ASLIB PROC. 6(3):159-168 Aug. 1954

This excellent paper discusses the nature of information work and the levels of activity at which it operates; the differences between technical and other types of information work. The author concludes that the librarian who is primarily an expert in techniques cannot adequately fulfill the functions of a technical information officer and, he destroys the myth that there is no information work outside the technical field.

Information theory in library and documentation activities. K.F. Heumann. L.C. INFORMATION BULL. Sept. 27, 1954, Appendix II, 4 p.

Aspects of library practices might benefit from an approach thru information theory. A bibliography is presented.

The bio-sciences information exchange of the Smithsonian Institution. S.L. Deignan. A.I.B.S. BULL. 4(5):22-24, Oct. 1954

The paper introduces the clearing house for research in the bio-sciences and describes its index of
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research programs supported by grants and contracts and the part the clearinghouse plays in disseminating information.

Money in the bank. CHEMICAL WEEK 75(13): 121 Sept. 25, 1954

Outlines the services of the library at New York's Chemists' Club with its collection of 50,000 scientific books and 200 periodicals.

AEC industrial information services. A. F. Thompson. In: "Business opportunities in atomic energy". Atomic Industrial Forum, 1954. p. F14-F19

The Chief of the Technical Information Service of the AEC tells of the technical information of industrial significance available from the Commission, efforts of the AEC to develop informational services, and the dissemination of information thru the Bibliography of Technical Reports, Nuclear Science Abstracts, National Nuclear Energy Series, and establishment of special depositories of atomic energy information to serve industry.

Aeronautical libraries—sample survey. P. S. Walkins. ASLIB PROC. 6(3):179-185 Aug. 1954

A survey tabulates information about the organization and services offered by 58 librarians belonging to the Aslib Aeronautical Group.

TECHNICAL WRITING AND REPORTING

Some fundamentals of designing tables of data. E. Cortelyou. AMER. DOC. 5(3):155-162 Aug. 1954

14 fundamentals of reporting data intelligently in the form of tables are listed and explained by examples.

Some essentials of good report writing. E. A. Engelbert. PUBLIC MANAGEMENT 36(9):197-200, Sept. 1954

Lists basic essentials applicable to the theory of report writing and concludes that communication is a major aspect of administration for which good reporting system becomes indispensable.

What the editors of the Journal of the American Chemical Society expect of authors. M. Gates. J. CHEM. EDUC. 31(9):456-458 Sept. 1954

An account of the function of the journal is given. Work to be acceptable for publication by JACS must be novel, presented concisely, prepared according to accepted standards of English usage, show good organization of subject matter. Cooperation from authors in the revision of manuscripts is expected.

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PROFESSIONAL ASSOCIATIONS AND SOCIETIES

Ground broken for C.A. building. C & EN 32 (41):4116 Oct. 11, 1954

Adequate facilities for CHEMICAL ABSTRACTS expanding editorial work will be ready by fall 1955 on Ohio State's campus.

Division of chemical literature. C & EN 32(40): 3951-53, Oct. 4, 1954

Report of papers presented at the ACS meeting in New York covers problems in use of foreign chemical literature, significance of technical research reports, patent work, French research, and training for information research.

LIBRARIANSHIP: TRAINING, STATUS

A review of the present state of librarianship and documentation. J.H. Shera and M.E. Egan. In: S.C. Bradford, "Documentation", 2d ed. London, Lockwood, 1953. p. 11-45

A rapid survey of the origins of documentation is followed by a study of the situation which today confronts the librarian and documentalist. The problems considered are: 1) physical accessibility of records, 2) provision of services to identify a particular bibliographic unit, 3) new demands being made upon classification, 4) agents responsible for performing services, 5) the need for fundamental and managerial research in documentation.

A co-operative team. S.B. Smith. LIBRARY JOURNAL 79(19):2043-2048 (Nov. 1, 1954)

The responsibilities of both librarian and staff are information, communication and participation. Co-operation is assured if each member feels that he belongs and that his contribution is important.

DEADLINE FOR NEXT ISSUE

Type of News	Where to Send	Deadline
Division notices, committee reports, editorials, late news	Lois Brock The General Tire & Rubber Co. Akron 9, Ohio	Jan. 15
Chapter News	Ruth T. Power 257 Noyes Laboratory University of Illinois Urbana, Illinois	Jan. 8
Section News Gadgets & Shortcuts	Bernard Lane General Electric Co. Richland, Wash.	Jan. 8

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